

COUNTY OF LINCOLN
Job Description Form

Division/Department: County Assessor

Job Title: Title Examiner

Reports to: County Assessor

Level/Grade: 22

Probation \$14.98

After Probation \$15.73

Type of position:

- ☒ Full-time
- ☐ Part-time
- ☐ Temporary/Seasonal
- ☐ Emergency Hire
- ☐ Grant/Contract

Hours 40 **/Week**

- ☒ Classified
- ☐ Unclassified

General Description:

Clerical duties for field appraisers and County Assessor; assists callers or visitors to office regarding a variety of matters, including tax charges, assessed value of land or personal property, method of payment, complaints or protests, and other matters; assist callers or visitors with research as necessary, and direct callers and visitors to appropriate personnel when necessary. Answers telephones, take messages, and forward calls to appropriate personnel; type forms, reports, letters, and various other correspondence; enter data into computer system regarding changes in Assessor's records, such as matters of property ownership, name changes, and changes of address. Employee assists in responding to correspondence from the general public concerning matters of taxes, deeds, and other assessment questions; calculate taxes for owners of mobile homes; provides mobile home owners with tax releases; updates and maintains files of property record cards. Employee processes documents and plats received from County Clerk's office which include verifying and making all necessary corrections to the various record books; assist title and real estate companies in obtaining required information. Employee prepares sales ratios forms which are mailed to new property owners for completion, all data is entered into computer and Appraisers are then able to determine actual sales value of land and real estate. Employee must perform all duties with minimal supervision; may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification, plus three years' experience in general office duties.
- Knowledge of basic arithmetic, English grammar and use of office equipment; able to read and copy written and numerical information with a high degree of accuracy.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- Must have working knowledge of CRT terminal and understand basic programs; knowledge of office procedures, maps, appraisal needs, researching and recording duties; ability to work with equipment, tools and materials listed below.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- Telephone, calculator, AS/400 and personal computer terminal/keyboard and printer, photocopy machine, telefax machine, microfiche reader/printer, typewriter, and other related office machines.

Comments on Physical Requirements:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Paul Baca

Date Posted: October 14, 2014

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____